

Missouri Course Access Program (MoCAP)

Eligibility -- Program Criteria -- Enrollment Process

PROGRAM ELIGIBILITY

A student is eligible to take classes within MoCAP if the student meets the following requirements:

1. The student is (Missouri definition) school-age and under the age of 21.
2. Classified in grades kindergarten through 12
3. Resides in MO

In addition to the prior points, the following are also requirements that must be met.

1. The student must be enrolled full-time in, and has attended, for at least one semester immediately prior to enrolling in MoCAP, a public school unless the student has documented medical or psychological diagnosis or condition that prevented the student from attending a school in the community during the previous semester.
2. **Prior to enrolling in any MoCAP course, the student has received approval from his or her school district or charter school.**

PROGRAM CRITERIA

- Students pursuing enrollment in the MoCAP program will participate in consultation with the school's counselor and administration and may include parental notification and/or authorization. Such consultation does not serve to approve or disapprove the request, but determine eligibility, course planning options and consider the best educational interest of the student.
- After determining the initial eligibility requirements, the school district will consider whether the virtual course/program is in the best educational interest of the student. The determination of best educational interest will be made on a case-by-case basis. The process will entail reviewing the student's individual circumstances, educational record including capabilities, outlook for success in the program and individual specifics of the course or program in which the student is requesting to enroll.
- If program approval is granted based upon satisfactory eligibility determination, the district will pay for courses up to six credits per term. If the student wishes to enroll in more than six per term, the student can choose to pay for the additional courses him-or herself.
- The district will only pay for classes as long as the student is actually participating in the class. The district will pay on a pro rata monthly basis based upon student's completion of assignments and assessments. If a student fails to maintain adequate course progress and/or course achievement becomes sub-par, (see Academic Eligibility Policy in Student Handbook) or the student discontinues enrollment, the district may stop payment to the MoCAP vendor and request discontinuation of the virtual education program for that student.
- By legal statute, the district will monitor student progress and success, course or full-time program quality and give feedback to DESE regarding those aspects.
- If the school district disapproves a student's request to enroll in a course/courses provided by MoCAP, including full-time enrollment in courses provided by MoCAP or virtual school program, the reason shall be provided in writing and shall be for good cause. Good cause justification to disapprove a student's request for enrollment in a course shall be a determination that enrollment is not in the best educational interest of the student.

ENROLLMENT PROCESS

- Upon determination of eligibility, students wishing to enroll/apply for consideration into MoCAP or virtual school program will complete the standard student enrollment packet which can be obtained through the high school office. (Note-If the current enrollment packet has already been completed for the current school year, it is not necessary to repeat this step)
- Notification of intent to enroll in MoCAP or other virtual course(s) should be given by the student and parent upon submitting the completed enrollment packet.
- Students taking more than two MoCAP courses must have an Individualized Learning Plan (ILP) maintained in the LEA's student records. The learning plan may be locally developed or may be the ICAP that is available through the Office of College and Career Readiness.
- Upon receipt of enrollment packet and notice of intent, eligibility status will be determined. Upon determination of eligibility, a consultation meeting with the school counselor will be scheduled to help determine the best educational interest of the student.

APPEAL PROCESS

- In cases of denial by the school district, local education agencies shall inform the student and student's family of their right to appeal any enrollment denial in the MoCAP and virtual school program to the local school board.
- If a student is denied enrollment because the district believes it is not in the student's best educational interest, the reasons for denial will be articulated in writing, and the parent and student may then appeal to the local board of education. If the local board of education decides it is not in the best interest of the student to be enrolled in a virtual education program, then the parent and student may appeal to DESE for a final determination.
- The appeal process includes a hearing by the local board of education where the family will be given the opportunity to present their reasons for their child or children to enroll in the Missouri course access and virtual school program in an official school board meeting. In addition, the school district shall provide it's good cause justification for denial at a school board meeting.
- Both the family and school administration shall also provide their reasons in writing to the members of the school board or governing body and the documents shall be entered into the official board minutes.
- The local board of education shall issue their decision in writing within thirty calendar days. Following notification, an appeal can then be made to the Department of Elementary and Secondary Education, which will provide a final enrollment decision within seven calendar days.